



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Contract Administrator 2 [Classified Competitive]			Salary P26 \$64,677.09- \$92,011.89
Posting Number 131-16	Position Number 952014	Number of Positions 1	Posting Period * From: 9/22/2016 To: 10/6/2016
Location: NJN Building, 25 South Stockton Street, 4th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Reviews and approves DOH IT procurement requests with direct and frequent contact with DOH budgeting, funding, fiscal and human resources teams. Enters and processes OITS division procurement requests and POs in NJ State purchasing systems (eCatalog/MACSE/NJSTART) and in DOH internal requisition tracking system, ReqTrack. Develops contract purchases, waivers, direct purchase authorities, MOAs and Service Level Agreements. Develops evaluation criteria for bid selection purposes. Ensures compliance with contracting laws, regulations and policies. During RFP process, develops scope of work, specification development, bid preparation, evaluation criteria, recommendation, quality assurance, and execution of contract awards in a computerized central procurement environment. Monitors on-going contracts/agreements to confirm vendor compliance with schedule, quality, quantity, or other terms and conditions of the agreement. Calculates and effectuates account adjustments between Divisions and in accordance with negotiated MOAs. This includes meeting with Grant Managers in Divisions to review IT cost structures, Federal Grants account "drops" and ensuring payment to consultant or other vendors for products delivered. Establishes and operates service/product receipt payment process, including verifying/calculating invoices, voucher processing, change orders and investigates staff/vendor disputes or payment discrepancies. Interprets terms and conditions of established and proposed contracts, MOAs, RFPs and SLAs. Collects, processes, analyzes all related documentation to contract purchases and performs all contract close out activities. Monitors contract budget and meets with supervisor and/or centralized Department budget staff to discuss overages, underages, carry forwards etc.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.)

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Jill Velez, Executive Assistant 3
Management and Administration
Reference Posting #131-16
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTMA@doh.nj.gov

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**